

STATEWIDE RFA TECHNICAL ASSISTANCE CALLS
MEETING MINUTES

June 6, 2018

Time: 1:30 pm – 2:30 pm

Location: Conference Call

Call-In: 877-873-8017 Code: 5396369

County TA Questions	CDSS Response	Action Item
1) The RFA-06 (annual update form) is still marked as a “draft.” When will it be available without the “draft” watermark?	The RFA-06 is currently being revised and is expected to be released mid to late Summer. Counties are reminded that the RFA-06 is an optional form and are free to use a substitute as long as the specified elements are included in the annual update. Refer to Written Directives, Version 5 (WD/5) Sections, 9-02, 9-03, 9-04, and 9-05.	None.
2) What does a county do if a family that has surrendered their approval now wants to re-apply? Can they use their old training hours?	The family must re-apply and go through the RFA process and may not apply the old training hours toward the new application. <u>Possible Alternative to Approval Surrender:</u> Counties may want to explore the Inactive Status provision with families who are requesting to surrender their approval. Refer to WD/5, Section 10-02.	None.
3) How should an Inactive Status be documented in Child Welfare Services/Case Management System (CWS/CMS)?	CDSS is currently developing guidance on how to input inactive status in CWS/CMS. Some counties code the family in CWS/CMS as “RFA suspended.”	None.
4) Please clarify what is meant by “cease processing.”	The term cease processing applies to a few situations. For example: 1. An applicant awaiting trial or waiting to resolve an active warrant. A county <u>may</u> decide to cease processing (put the application on “hold”) until the outcome of either circumstance is resolved. This hold is not a denial and does not trigger due process. However, if the person has convictions requiring an exemption, the county may proceed with the exemption process. The county will evaluate the person’s good character and rehabilitation without waiting for the outcome of the pending case or warrant. Please see WD/5, Section 6-03A(d)(5) or the Background Assessment Guide (BAG), Section 113.	None.

	2. An applicant who has a previous application denial within the preceding year or previous rescission, revocation, exemption denial or exemption rescission by CDSS or county within the preceding two years. Any cessation of review under these circumstances does not constitute a denial and does not trigger due process. Please see the BAG, Section 104.	
5) Is the state looking to streamline the Legal Consult process?	Yes. CDSS is holding frequent discussions on how to streamline the process.	None.

Updates:

- The Adoption Policy Unit is currently working on an All County Letter (ACL) that will clarify “steps to adoption” in the RFA world once the family is approved. The ACL will be released shortly for stakeholder feedback, with an approximate final distribution date of mid to late Summer.
- **Reminder:** Existing caregivers (**licensed, approved, or certified prior to RFA implementation**), who wish to adopt a child in their care are not required to convert to RFA in order to adopt, if they do not want to continue providing foster care after finalizing the adoption. Counties shall adhere to pre-RFA adoption processes (adoptive home study, etc.) in order to finalize the adoption. However, if the family wants to continue to caring for children in the future, and/or dependency is going to extend past December 31, 2019, then the caregiver shall be converted to RFA.
- Kinship Guardianship Assistance Payment Program (Kin-GAP) Clarification:
 - If an approved or licensed caregiver establishes guardianship with a child under their care and dependency is terminated, there is no requirement to convert to RFA.
 - A caregiver with legal guardianship of a child, whose **dependency will extend beyond December 31, 2019**, must be converted to RFA.
 - Counties cannot require an approved or licensed caregiver to go through the RFA process in order to receive Kin-GAP funding, provided the Kin-GAP eligibility requirements are met. There should be no disruption in payment while transitioning from foster care to guardianship.

Next Meeting: August 1, 2018.